

## CITY OF FRAZEE

### PUBLIC HEARING ON THE 2016 BUDGET AND TAX LEVY

Monday, December 14, 2015

6:01pm

**Meeting was called to order by Mayor Hank Ludtke.** Council members present were David Jopp, Ken Miosek, Donna Ouart, and Bonnie Julius. City Administrator Jonathan Smith gave a brief overview of the 2016 Budget and Tax Levy. Smith noted that final budget was decreased from the preliminary budget. It was an increase of 2.52% from 2015 tax levy. This will be an increase of \$6,942 over last year but reduces the tax rate 4.77% from 2015. There was an increase of \$2,101 for Local Government Aid and includes a step increase and 2% Cost of Living increase for all employees. Smith noted the budget highlights, capital projects and future city needs. With no public comment, public hearing was closed at 6:12pm.

### REGULAR COUNCIL MEETING

Monday, December 14, 2015

6:12pm

#### Regular Meeting

The regular meeting of the Frazee City Council was called to order at 6:12 pm by Mayor Hank Ludtke. Council members present were David Jopp, Ken Miosek, Donna Ouart, and Bonnie Julius. City staff present: Jonathan Smith, City Administrator/Clerk/Treasurer; Marian Estenson, Deputy Clerk; Larry Stephenson, Public Works Superintendent; Mike Johnson, Police Chief; Mark Flemmer, Rescue Squad President, Regi Ueke, Fire Chief; Tanya Mastin, Liquor Store Manager; and Jolene Tappe, Event Center Manager.

Ludtke led the meeting with the Pledge of Allegiance.

#### Open Forum

No one was present for the open forum.

#### Consent Agenda

MOTION by Jopp, seconded by Julius, to approve the consent agenda items as follows:

- Approve the minutes from the November 2015 Regular Council Meeting,
- Approve the City claims for payment along with the membership for Lakes Country Coop,
- Approve the Liquor Store claims for payment,
- Approve the Gambling Permit for the Frazee Sportsman's Club to conduct a raffle on March 12, 2016 at the Frazee Event Center,
- Approve the Gambling Permit for the Amvets Post 612 to conduct a raffle on May 5<sup>th</sup>, 2016 at the VFW Post 7702.

All present in favor, motion carried.

#### Old Business

First item under old business is Resolution 1214-15A Assessing Delinquent Utility Bills and Fire Calls to property Taxes.

MOTION by Miosek, seconded by Ouart to approve Resolution 1214-15A, Final Resolution Adopting Assessments for 2015 Delinquent Fire Call/Utility Bills Payable in 2016. All present in favor, motion carried.

Second item under old business is the updated schedule of the 2016 SE Area and Main Avenue West Utility and Street Project. On hand was Chris Thorson to give an overview of the schedule and the various plans for each street. Thorson noted that the Main Avenue West area was added later than the last presentation because of deteriorating street and infrastructure issues. Thorson noted that all parcels have been identified along with names of all affected homeowners. A lot of the curbing is in good shape so many areas will address only surface streets. There are some areas that either water or sewer is newer and will be able to stay in place. Thorson also noted there is a potential grant that the City of Frazee may receive that will help decrease the cost. First steps for that application is to have all in place and contractual bids in hand before they can apply for the 'Principal Forgiveness' portion of the grant. This grant is only for the areas that have water and sewer improvements planned.

It was noted that the Public Hearing for the project is set for January 11<sup>th</sup>, 2016 at 6:30. MOTION by Miosek, seconded by Julius for Resolution 1214-15B, Resolution Receiving Feasibility Report and Calling Hearing on Improvements. All present in favor, motion carried.

Final item under old business was action taken to send a letter of Support for the Taxpayers for Family Fishing and the desire to stop the efforts of the DNR to stock area lakes with muskies.

MOTION by Quart, seconded by Julius to send the letter of support requested. All present in favor, motion carried.

### **New Business**

MOTION by Miosek, seconded by Jopp to approve Resolution 1214-15C, Resolution Approving the Fee Schedule for the Year 2016. All present in favor, motion carried.

MOTION by Jopp, seconded by Quart to approve Resolution 1214-15D, Resolution Adopting the 2015 Revised Budget, Final 2016 Tax Ley (Payable in 2016) and the Final Budget for 2016. All present in favor, motion carried.

Smith presented the new Heartland Trail Lobby Contract with Flaherty & Hood to the Council. He noted that this contract was typically with Detroit Lakes and the City helped with the funding. But since most of the funds needed are for the area closer to Frazee we are the contract holder and Detroit Lakes would help with the funding. The cost would be 2/3 Frazee and 1/3 Detroit Lakes. The area needing funding would be Acorn Lake and into the City of Frazee.

MOTION by Quart, seconded by Miosek to approve the contract with Flaherty & Hood with Frazee being the primary contract holder for this service. All present in favor, motion carried.

### **Staff Reports**

***Tanya Mastin, Liquor Store Manager*** reported a profit of \$3,409.25 for the Off Sale, a profit of \$3,226.37 in the On Sale. Mastin reported that there was not a lot going on at the Liquor Store in the month of December. They have hired a new full-time employee. Angie Gustafson was hired full time. She has been working part-time and has agreed to work full time. We had considered an assistant manager position but have decided to stay with the manager position and one full time staff member and several part-time positions. The wage will be \$12.44 per hour with City benefits.

MOTION by Quart, seconded by Julius to hire Angie Gustafson full time for the municipal

liquor Store. All present in favor, motion carried.

Smith noted that the liquor store committee discussed the option of doing an RFP for a new facility. They are considering a move to a main street location and what that would mean to the Event Center. Consideration is in hiring a consultant to look at various options. Smith noted that he has been in contact with other cities who have on and off sale venues and looked at the various changes that have been made to their entities. Next steps may be to contact other communities. Any step will be brought to the council for their approval.

**Jolene Tappe, Event Center Manager**, reported a loss in the White Pine Room of \$1,989.10 due to the Cost of the Elevator contract with OTIS. She also reported a loss of \$532.66 in the Event Center with only one event in November. Tappe noted that the next couple of months are pretty quiet. She stated however that between the month of March and October there is only two open Saturday dates.

**Mike Johnson, Police Department**, reported 119 calls for the month of November with 1412 year to date. Johnson reported that the 50% matching grant to install printers in the patrol cars was received. Johnson reported that the officers have placed no parking cones in front of the school to educate drivers. There have been close calls when buses park to unload students. There has been mixed responses to this decision but it seems to be working.

**Mark Flemmer, Frazee Rescue Squad**, reported 17 calls in November with 7 in town. That makes a total of 219 for the year with 100 in town. Currently the squad has 24 members. They have established policy letters to supplement the bylaws. They are looking at a requirement that members make at least 5 calls a year. Flemmer noted that they would be doing a Pig Roast Fund Raiser possibly on March 5<sup>th</sup> and their Christmas party will be January 16<sup>th</sup>. Other items discussed was the establishment of an auxiliary, investigation of a defensive driving course, looking for a new medical director, delivery of Christmas bags to first graders on December 21<sup>st</sup> and a discussion of workers compensation for PTSD.

**Regi Ueke, Fire Department**, reported 2 calls in the month of November, one vehicle fire and one false alarm. Ueke noted 28 call hours with 1002 year to date, 39 training hours with 1660 year to date. Also noted is the fire department annual auction scheduled for April 9<sup>th</sup>. All officers remain in place after the last week election of officers. Regi is also asking the council for permission to serve alcohol in the Fire Hall for their annual meeting in January.

MOTION by Miosek, seconded by Julius to approve the election of officers for the Frazee Fire Department. All in favor, motion carried.

MOTION by Jopp, seconded by Julius to allow the use of alcohol for the Frazee Fire Department annual meeting. All in favor, motion carried.

**Larry Stephenson, Public Works Superintendent**, reported 3,465,000 gallons of water was pumped in November. 13½ gallons of Fluoride were added. Stephenson noted that he is considering the lessening of the Fluoride levels a bit if the equipment they have in place allows it. It would still be in the legal required limits however. 2.65 million gallons were sent out to the Waste Water Facility for treatment. There was 1.77 inches of precipitation in the month of November. Stephenson noted that they have been spending quite a bit of time at the Business Center to prepare for the new tenant. Installation of a chain link fence, a new door and cabinetry are in place. Mahube-Otwa would like to open their completed facility January 4<sup>th</sup>.

MOTION by Quart, seconded by Miosek, to accept all staff reports as presented.

All present in favor, motion carried.

**Council Member reports**

EDA – Ludtke reported that they discussed the housing study, the wind study and the 3 year lease with Mahube-Otwa for the Business Incubator. Their next meeting will be December 22<sup>nd</sup> to not interfere with the holidays. Two meetings are planned. One in regards to the housing study which will include the Planning and Zoning and the second one to discuss the Wind study. That Wind study meeting will be to discuss funding mechanisms and an overview of the project as a whole.

PLANNING AND ZONING – Discussed the wind study but also Building Permits, Gary’s Furniture, and an idea of a whistle free zone for the city.

PERSONNEL AND FINANCE – Miosek noted that their discussion was virtually all about the budget that was presented at the public hearing along with the hire of the full time Liquor store employee.

PUBLIC SAFETY – No meeting.

WACCO- Quart noted that although there had been no meeting, she has heard from Laurie Mullen. Her explanation of what has been going on with the organization was discussed. Jopp questioned whether the annual fee to belong to the organization was justified. It was noted that they may need to prove their program and it’s importance to us again.

LARL- No report

MOTION was made by Miosek and seconded by Julius to accept the Council Member Reports as presented. All present in favor, motion carried.

**Clerk/Treasurer Report**

Smith. reported that the next meeting would follow the annual holiday gathering. That will start at 5:30 with the public hearing regarding the SE Side/Main street project following at 6:30. Letters would go out again, inviting all city volunteers and employees.

MOTION by Jopp, seconded by Julius to approve the Clerk Treasurer report. All in favor, motion carried.

Having no further business, meeting was adjourned at 7:45 pm.

ATTEST;



Marian Estenson, Deputy Clerk